



Constitution and Bylaws of All Points Camping Club of New Zealand Incorporated

Rule 1 **NAME AND STATUS**

The official name of the society is “**All Points Camping Club of New Zealand Incorporated**”

- 1.1 The trading names of the society shall be ‘**All Points Camping NZ**’ and ‘APCNZ’ and ‘StopandStav’.
- 1.2 The club will be known on the internet as ‘AllPointsCampingNZ.org’.

Rule 2 **BUSINESS**

- 2.1 The business of the society shall be conducted at the office of the President for the time being or at such other place as from time to time determined.
 - 2.1.1 In the interim the office of the society shall be at 32 Kennedy Avenue, Feilding.
- 2.2 The society may from time to time engage in business transactions, subject to the majority approval of the national committee that support or promote camping and campers in New Zealand.

Rule 3 **OBJECTS**

The objects of the society shall be the promotion of the interests of the **Members** and other individuals and families in relation to camping in New Zealand;

- providing the best outcomes for all involved parties,
- liaising with other organisations, agencies and authorities that have a role in managing and directing the future of camping in New Zealand,
- encouraging safe, sustainable and enjoyable camping.

Rule 4 **INTERPRETATION**

Specific Terms used in these rules are defined as per Appendix A. In any case where no definition is given the ordinary dictionary definition shall apply.

Rule 5

RULES GOVERNING MEMBERSHIP

- a) Requests for admission as **Members** shall be made in writing, or digitally, and accompanied by the necessary payment. Membership is subject to approval by the committee.
- b) Those financial Members on the list of the All Points Camping Club of New Zealand as at 31 December 2015 are to be considered as Foundation Members.
- c) A Membership Unit shall be an individual or couple and their dependent children, if any or a body corporate.
- d) Each family member of a membership unit aged 16 years or age or above shall be considered a member of the society in their own right. Only one annual subscription is required for each Membership Unit.
- e) On payment of subscriptions and acceptance as a Financial Member (Hereafter called Member) the **Member** shall be entitled to use the official club logo and such documents (book of rules, membership list, etc.) as may be available.
- f) Financial members of the pre-existing All Points Camping Club as at 01 June 2018 shall be considered to be financial members of the All Points Camping Club of New Zealand Incorporated, subject to approval by the committee. Membership subscriptions are due on the anniversary date of their original membership.
- g) All Points Camping NZ **Supporters** (not financial) are entitled to attend club rallies and events upon request as a guest, and also any other open social function organised by the club and display the club logo.
- h) The society is required to maintain a full and accurate **Membership Register** of current financial members. Membership details as advised by members shall only be available for club management purposes including the organisation and promotion of events.
- i) No membership details shall be provided, distributed or sold to other organisations including commercial businesses except where this involves the members club related business.
- j) The **Membership Register** shall be maintained by the secretary of the society and other specified executive committee members.
- k) Members have the right to retain privacy of their name and contact details. In such cases the member's details will only be able to be viewed by committee members.
- l) In all other situations, screened membership lists shall be available to regional or national club committees and members.
- m) Members are entitled to invite guests in another vehicle / tent to a rally / event.
- n) A Member may host a notified event or rally as 'All Points Camping NZ' subject to any and all requirements established by the National Committee. (Refer bylaws)
- o) The committee may select up to two persons a year to be life members. A life member will be exempt from paying an annual subscription.
- p) Any Member whose annual subscription shall remain unpaid for more than 3 calendar months following the due date may be deemed to be a non-member and may be required to reapply for membership as set out in Rule 5a.
- q) The National Committee shall have power to expel after due enquiry, and notification to any financial Member who brings the club into disrepute or is found guilty of misconduct. Any such financial member shall have the right to speak to the committee on such matters and request a review of the decisions.
- r) A member or membership unit may resign or cancel their membership, including all rights and privileges, by giving written or verbal notice to the executive committee. The effective date shall be the date on which said notice is received.

Rule 6 COMMITTEE

- a) The National Committee shall comprise of the Executive Committee, Regional Representatives (as elected or appointed) and up to four additional general committee members as elected or appointed.
- b) The Executive Committee (hereafter referred to as the Executive) of the society shall consist of the Officers of President, Vice President, Secretary, Treasurer and Immediate Past President
- c) The Officers and all Committee members shall be elected at the Annual General Meeting, from the pool of financial members,
- d) Where a vacancy arises the Executive Committee shall have authority to co-opt any member to fill any vacancies that may occur on the National Committee until the next Annual General Meeting . Such co-opted members shall have full voting rights.
- e) Nominees for Club President must have been a member of the National Committee and a financial member of the club for a minimum of 12 months prior to the day of election and have positively and actively promoted the objects of the club during that period.
- f) Every officer and committee member shall be elected for one year only or until the next annual general meeting but shall be eligible for re-election for any position at the Annual General Meeting.

Should a committee member be unable to fulfill their appointed position responsibilities, for a period exceeding 30 days, the committee may request the committee member to step down and co-opt a member to that position or in an assistant role until the next annual general meeting.

Rule 7 SUBSCRIPTIONS

- a) The annual subscription shall be such a sum as may be decided upon at the Annual General Meeting.
- b) The Executive may remit in part or in whole, any subscription of any member, which in the opinion of the Executive Committee warrants such action.
- c) Annual subscriptions, payable in advance become due each 12 months on the anniversary of the month in which the member joined.
- d) A new member joining fee may be set by the Executive Committee.
- e) Life members of the society shall be exempt from paying subscriptions and shall retain all membership rights.

Rule 8 FUNDS

- a) The society may operate a bank account and other such accounts, as may be deemed necessary, for the collection, transfer and disbursement of funds.
- b) No part of the society's income or other funds is to be used or available for use privately by any member or any associated person of a member except in circumstances where payment is a reasonable payment for services, or repayment of costs incurred on behalf of the society or the subsidy is a general benefit, available to all, and is an indirect return of fees and profits to the members.
- c) The society may purchase or hold shares or property including copyright and trademark in the name of All Points Camping NZ, real or intellectual for the purpose of furthering camping opportunities in New Zealand.
- d) The society may apply funds to sponsorship, promotion or society of camping related events that benefit and encourage NZ campers.
- e) The society may lease or sublease property and pay for related infrastructure and network costs where the intention is to provide benefit to campers in NZ.
- f) The society may borrow funds for the furtherance of the objects of the society only when due diligence has been completed and professional advice has been sought. The results must be presented back to the committee for discussion and approval.
- g) At no time may the society borrow funds if such borrowing shall detrimentally affect the solvency and financial stability of the society.

Rule 9 MEETINGS

- a) The All Points Camping Club of NZ's (Inc.) year for financial and other purposes shall begin on the first day of April and end on the last day of March. The Annual General Meeting shall be held in the months of May or June in each year or such other time as may be resolved by the Committee.

Annual General Meeting Business

- i. To receive the Annual Report and Financial Statement
 - ii. To consider proposed alteration to the Rules
 - iii. To elect the officers and the executive committee for the ensuing year
 - iv. To transact other general business.
- b) The Secretary shall by notice to members, including by digital means, give 21 days notice of the Annual General Meeting and of any alterations in the Rules or any special business to be considered. Meetings may be conducted electronically.
 - c) The society's annual accounts shall be reviewed by the committee prior to the Annual General meeting.
 - d) A Special General Meeting may at any time on the initiative of the President, or in responses to a written request signed by ten members of the Club, be called by the Secretary, who shall by notice of the Club's to each member, give 21 days notice of such meeting and of the business to be transacted.
 - e) A quorum for an Annual General Meeting / Special General Meeting shall be set at a minimum of 10 financial members.
 - f) A National Committee Meeting may at any time be called on the initiative of the President, or of any two members of the Executive Committee, or of the Secretary, who shall give each member of the National Committee at least three days notice of such meeting and of the business to be transacted at the meeting. Such meetings may be conducted by telephone or other digital means.
 - g) At all meetings of the Club and at all meetings of the National Committee, the President, or in his absence, the Vice President shall preside, but should both these Officers be absent, the Chair shall be taken by a Member appointed by the Members present.
 - h) The Secretary shall attend where possible all meetings and keep regular and correct minutes of the same; conduct correspondence and attend generally to clerical duties in connection with the Club.

Rule 10 VOTING

- a) Nominations for office holders may be made by financial members. Nominations are requested to be supplied to the Secretary of the society 7 days before any annual general meeting or election. Such nominations shall state the position for which the nomination relates, the name and contact details of the nominated person and the contact details of the nominator and seconder.
- b) Where nominations for a position of office are considered insufficient, nominations from the floor may be called.
- c) At all meetings of the Club, each financial member, with the exception of a body corporate, shall have one vote, the voting being by show of hands or by ballot. A body corporate shall have a maximum of three votes.
- d) A ballot maybe conducted electronically over a period not exceeding 7 days and no less than 24 hours. Any such electronic voting shall be closed at the commencement of the meeting except where a time of closure has been stated otherwise by the secretary of the society.
- e) The Chairman of the meeting shall be entitled to an ordinary vote and in the event of the voting being equal, shall also have a casting vote.
- f) Where the nominations for the positions on the Committee exceed the number of Officers or Committee Members required under Rule 6 (a), then a ballot shall be held.

Rule 11 SOCIAL MEDIA and ONLINE FORUMS

Officers of the society may from time to time operate social media accounts, groups and discussion forums to support the operation of the society and its membership. The purpose of such forums being to positively promote camping in New Zealand. Such forums shall be seen supplementary to the society and not a formal part of the club organisation or structure.

Any actions by members of the society on forums or social media that bring the club into disrepute, or are determined to undermine the integrity of the society, may result in disciplinary action including a temporary or permanent ban or exclusion from any groups, forums or membership of the society / organisation. Any such determinations shall be made and agreed upon by a majority of the national committee or forum administrators.

Rule 12 WINDING UP OF THE CLUB

If upon the winding up or dissolution of the society there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of the society but shall be given or transferred to some other organisation or body having objects similar to the objects of the society, or to some other not for profit organisation or purpose, within New Zealand as the committee decides.

Rule 13 AUTHORITY OF THE EXECUTIVE COMMITTEE

- a) In any matter not provided for in these rules, the decision of the Committee shall be final.
- b) The committee shall apply the official seal to all legal contracts and agreements including the alteration and adoption of rules and bylaws as it deems necessary.

Rule 14 VARIATION OF RULES

- a) No alteration, addition, *or alteration of the personal benefit clause or the winding up clause which shall not be approved without the approval of Inland Revenue*, or rescission shall be made to these rules except at the Annual General Meeting or at a Special General meeting called for this purpose.
- b) The Committee shall have the power to frame bylaws when deemed necessary provided they in no way contravene these rules.

Note: These rules were amended 28/08/2020 to add Rule 6 (g) *Should a committee member be unable to fulfill their appointed position responsibilities, for a period exceeding 30 days, the committee may request the committee member to step down and co-opt a member to that position or in an assistant role until the next annual general meeting.*

Per Annual General meeting 28/08/20 - Moved G Stoneley, Seconded W Ravelich. Adopted

Note: These rules were amended 01/05/2021 pursuant to the following remits.

Remit 1

Purpose : To list additional, identifiable trading names of the organisation being 'Stop and Stay' and 'APCNZ'

Change in rule: Amend Rule 1.1 to show

"1.1 The trading names of the society shall be 'All Points Camping NZ' and 'APCNZ' and 'Stop and Stay'."

Moved by Gary Stoneley Seconded by Beverley Stoneley Adopted

Remit 2

Purpose: To remove the word 'cheque' as a type of account held due to banking changes

Change to rule: Amend Rule 8 a to read

h) The society may operate a bank ~~cheque~~ account and other such accounts, as may be deemed necessary, for the collection, transfer and disbursement of funds.

Moved by Paul Morgan Seconded by Gary Stoneley Adopted

Remit 3

Purpose: To allow the committee discretion when a member's subs are overdue to remain a member.

Note: In practice as a young growing club we have found some members, miss payments or do not receive invoices. The club membership list is regularly culled and cancellations processed.

s) Any Member whose annual subscription shall remain unpaid for more than 3 calendar months following the due date ~~shall~~ may be deemed to be a non member and ~~must~~ may be required to reapply for membership as set out in Rule 5a.

Moved by Gary Stoneley Seconded by Beverley Stoneley Adopted

Remit 4

Purpose: Replace the word Executive (as in committee) with the word National throughout the document.

Note: This is simply to identify that the club operates a National Committee structure and preceeds other remits.

Clauses affected: Rule 2 2.2, Rule 9 g,

Moved by Gary Stoneley Seconded by Beverley Stoneley Adopted

Remit 5

Purpose: 1) To clarify the committee structure of National Committee including Executive Committee, Regional Representatives and general committee members. 2) To ensure the elected club president has previously served on the committee. 3) To maintain consistency and experience of office holder by including the Immediate Past President on the executive committee.

Change to rule: Amend Rule 6 to read

Rule 6 COMMITTEE

- g) The National Committee shall comprise of the Executive Committee, Regional Representatives (as elected or appointed) and [insert up to four] additional general committee members as elected or appointed.*
- h) The Executive Committee (hereafter referred to as the Executive) of the society shall consist of the Officers of President, Vice President, Secretary, Treasurer and Immediate Past President*
- i) The Officers and all Committee members shall be elected at the Annual General Meeting, from the pool of financial members,*
- j) Where a vacancy arises the Executive Committee shall have authority to co-opt any member to fill any vacancies that may occur on the National Committee until the next Annual General Meeting . Such co-opted members shall have full voting rights.*
- k) Nominees for Club President must have been a member of the National Committee and a financial member of the club for a minimum of 12 months prior to the day of election and have positively and actively promoted the objects of the club during that period.*
- l) Every officer and committee member shall be elected for one year only or until the next annual general meeting, but shall be eligible for re-election for any position at the Annual General Meeting.*
- m) Should a committee member be unable to fulfill their appointed position responsibilities, for a period exceeding 30 days, the committee may request the committee member to step down and co-opt a member to that position or in an assistant role until the next annual general meeting.*

Moved by Gary Stoneley Seconded by Beverley Stoneley Adopted

Note APPENDIX A

Membership Unit shall be an individual or couple and their dependent children or a body corporate.

Member - A person who as part of a Membership Unit has paid the annual membership fee for the current financial year and the joining fee (if set) and is entitled to enjoy full financial membership benefits with full voting rights.

Supporter - A person (or family unit) who is not a financial member of the club but may participate in events, rallies and meetings but does not have the right to vote.

Life Member - A person who has provided substantial service and a shown commitment to camping in New Zealand, who has been given full membership status for life.

Membership Register - Otherwise known as the club register records membership details including date of admission, contact details and financial status.

Bylaws for All Points Camping Club of New Zealand

- 1) Where a campsite is dog friendly members are instructed that the dog must be under control at all times and should be kept far enough away from other campers that they are not invasive and cause annoyance to other campers.
 - 2) A member, or members, may host an event or rally as ALL POINTS CAMPING NZ when the event has been approved by the committee in advance and all steps have been taken to ensure that the venue and activities are suitable and that all reasonable steps have been taken to identify and address any risks to individuals or property.
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The address for correspondence is:

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